SYLLABUS
INTRO TO SPEECH

INTRO TO SPEECH

Course Title: Communications 100 Introduction to Speech (8-16 Weeks)

Credit Hours 3

Course Description

This class is fully online. However, proctored exams are required to be taken at a testing center or with an approved proctor.

Prerequisite

Textbook Information

1. REVEL account for textbook and speech uploading, create and account in Revel, https://www.pearsonhighered.com/revel/index.html

   REVEL for A Concise Public Speaking Handbook, 5e
   Steven A. Beebe, Susan J. Beebe
   ISBN-13 9780134401645

2. Access to video recording equipment

Course Objectives

Communication is a dynamic process and something we engage in every day, whether it is speaking with friends or delivering a speech to an audience of 1,000 faces. In such, we will investigate concepts and guiding theories to understand this process more clearly and explore ways to make our communication more successful.

COURSE OBJECTIVES

- **Speech Preparation -** selecting and researching a topic; organizing information and outlining; language and word choice; and documentation of sources;
- **Audience Analysis -** diversity and multicultural issues and audience demographics;

- **Delivery -** communication apprehension and stage fright; presentation and delivery skills; and non-verbal communication; and
- **Critical Thinking -** analyzing and critiquing speeches; ethical issues in public speaking; and logic and reasoning

STUDENT OBJECTIVES

- List and define the general purpose of three types of speeches.
- Organize a topic into outline form distinguishing main points from supporting points.
- Present a strategy for effectively delivering the introduction, body, and conclusion of a speech.
- Utilize presentation and communication skills learned in the course to deliver a speech.
- Identify major considerations of which a speaker should be aware with respect to cultural diversity, ethics, and audience analysis.

Communicating

- **Announcements:** will be posted by the instructor in the Announcement Page.
- **Course Messages:** If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the left.
- **Discussions Boards:** There are mandatory discussion topics. For each unit there will be discussions based on the unit assignment (Diet analysis or videos) and shared with the entire class and there will be Group Discussion topics within the Group discussion forum as well.
  TIME FOR RESPONSE
  You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)
  [How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)
  [How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Multiple-choice, True/False, Match and other non-essay type questions in Quizzes and Exams are auto-graded immediately after you take them.
3. Papers, journals, essays, short-answer questions and other manually graded written assignments will be graded within one week after the due date.

Grades

Unit 1: Introduction (100 points)
- Getting to Know My Classmates Discussion Board (20 points)
- Confidence Building Blog (20 points)
- Speaking Ethically Video Response (20 points)
- Introduction Speech, no audience required (20 points)
- Unit One Quiz (20 points)

Unit 2: Analyzing Your Audience (100 points)
- Audience Analysis Discussion Board (20 points)
- Adapting to Your Audience Worksheet (20 points)
- Listening Test Video Response (20 points)
- Informative Speech Checklist (20 points)
- Unit Two Quiz (20 points)

Unit 3: Preparing a Speech (100 points)
- General, Specific and Central Idea Worksheet (20 points)
- Library Source Form Worksheet (40 points)
- Supporting Your Speech Video Response (20 points)
- Unit Three Quiz (20 points)

Unit 4: Crafting Your Speech (200 points)
- Using Correct Wording Worksheet (20 points)
- Informative Speech Outline Worksheet (40 points)
- Peer Reviewed Practice Informative Speech, no audience required (40 points)
- Midterm Exam (100 points)

Unit 5: Types of Speeches, Informative (100 points)
- Informative Speech, audience of 12+, 16 years+ (100 points)

Unit 6: Delivering A Speech (100 points)
- Persuasive Speech Checklist (20 points)
- Identifying the Type of Speech Worksheet (20 points)
- Persuasive Speech Outline Worksheet (40 points)
- Unit Six Quiz (20 points)

Unit 7: Types of Speeches, Persuasive (120 points)
- Persuasive Speech, audience of 12+, 16 years+ (100 points)
- I Have a Dream Blog (20 points

Unit 8: Types of Speeches, Special Occasions and Small Groups (140 points)
- Special Occasion Speech, audience of 12+, 16 years+ (40 points)
- Final Exam (100 points)

Letter Grades

960 - 864 points = A;
863 – 768 = B;
767 – 672 = C;
671 – 576 = D; &
575 & below = F

Course Policies

1. Extra Credit

This course is worth 960 points. There is NO curve, but there is one opportunity for extra credit for 40 points. Details for extra credit are outlined in Learning Unit 4, when you are halfway through the course.

2. Expectations

- It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.
- This course has been designed to be delivered in as flexible a manner as possible, but to be successful you should plan to log in and participate multiple times a week. This is a three-credit hour class so you should plan on spending about 8-10 hours a week on this course with the online requirements (discussions, videos), reading materials, and study time.
- (For a sixteen week, full semester section, the course will require 4-6 hours per week.)

3. Attendance Policy

Since this course is online, your "attendance" in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

4. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

5. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

6. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

7. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the "Student Resources" tab on top of blackboard after you logged in to Blackboard.

Discussion Boards and Blogs

- Discussion forums and blogs are incorporated throughout the course, typically as part of a study unit's application. You will be asked to post your own thoughts about a concept covered, reply to other students' thoughts, and provide feedback to classmates' speeches in addition to being encouraged to be engaged in what's going on in the course.

Speeches

- **Informal Speeches** (no audience required)
  - During the duration of this course, you will be required to deliver two informal, prepared speeches (You will be required to write, deliver, record and upload an informal introduction speech and a practice informative speech). No audience is required for these speeches.
- **Formal Speeches** (live audience of 12+ adults required)
  - During the duration of this course, you will be required to deliver three formal, prepared speeches (an informative, a persuasive, and a special occasion) to a real life audience of your choosing. This audience may be a

group of which you are a member, coworkers or a formal gathering of people you know.

- o An audience is required for these speech video presentations. You must gather an audience of 12+ people, 16 years and older and present in a formal setting. If you don't have 12+ people 16 and older, you will receive a ten-point loss for each audience member missing, regardless of good intentions.
- o Your audience needs to consist of people you can reach out and touch, you may NOT utilize video conferencing to find your audience members. Prior to beginning your speech, your camera person MUST slowly pan the audience. The audience members MUST count off as proof of 12+ people present. If you just pan the audience without them counting off, you will be docked points.
- o If this speech is recorded and uploaded without the presence of a real life audience (even if there were 12 people present), the speech assignment will receive a zero. After all, this is a public speaking course and we cannot very well practice the skill of public speaking without the "public" part included. Make sure the camera person videotapes you from the waist up, you must be standing (unless medically impossible) and they need to videotape you from the front view as you present to your audience. These speeches will be uploaded for instructor review and class viewing.
- o Do not edit your video. This video needs to be a continuous feed, which means that the camera needs to turn on when you begin counting off your audience and stay on while you begin your speech until the end of your speech.
- o Avoid having low volume, do not upload the video sideways, void of background noise, avoid too much movement of the camera once the speaker begins.

Uploading Speeches

- ▪ Technical resources from REVEL and Pearson are listed under the Resource tab.
- ▪ If your speech is not fully and correctly uploaded by the due date, then it is late.
- ▪ Do not wait until the last minute to upload your speech. (The last minute is the day it is due)
- ▪ It can take upwards of 6+ hours just to upload a speech!
- ▪ Some uploads get interrupted and you must start again!

- ▪ Once you upload your speech, double check and make sure that it uploaded correctly. Watch your speech to make sure that:
  - o The audience counted off
  - o The speech taped completely
  - o The speech was of good quality
- ▪ Make sure that you have included you name, the type of speech and your class number, so that it is easy to figure out who is who.

- Always play your video to make sure the entire video uploaded.

Finding your Audience of 12+ people, of 16+ years

- If you don't have 12+ people 16 and older, you will be deducted points, regardless of good intentions.
- Do not let finding an audience of 12+ people deter you from completing this class. Here are some tips…Give a speech to: (1) other classmates; (2) co-workers; (3) a friend or family members' co-workers; (4) people at a nursing home; (4) members of a book club; (5) a religious or social group you or friends or family members' are involved with.
- Remember that there are numerous people in your class who may face this challenge. During the first week of school, get to know your classmates. Most people can easily find 3 people. All it takes is 4 people, who bring an additional 3 people to form a group of 12.
- Finally, plan ahead and always invite 15 to 20 people in case all people don't show. Watch your speech, IMMEDIATELY after you tape it BEFORE you leave your audience and BEFORE you upload it to make sure it taped completely.

Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site]().

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at [mcckc.edu/disability](). The DSS Coordinator will work with you to determine what

disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at mcckc.edu/disability.

- Blackboard Accessibility Information
- Pearson REVEL Accessibility Information

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the Student Handbook. What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as

their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.